

FAQs: Appointing Election Inspectors and Ballot Access Procedures

Q: To clarify, the party affiliated inspectors DO NOT have to live in my town?

A: Regular election inspectors must be qualified electors of your municipality. Chief inspectors must be qualified electors of your municipality, unless a qualified chief inspector is not available.

Q: Can I set a deadline before any election that all inspectors must either accept or deny working that election? (e.g.: 3 weeks before the April election). This will allow me to find another individual to fill that position.

A: You can set a reasonable deadline.

Q: Does the party pay for the training all of these people will need?

A: The municipality is responsible for training and paying all the election workers, affiliated or not.

Q: All of my inspectors right now are unaffiliated, if am I to receive a list from both parties, am I unable to use my current inspectors? is that correct?

A: Your current inspectors will still be on your "roster" of election inspector appointees. You may not have sufficient nominations from the parties to fill all of your election inspector positions for each election and would need to use your unaffiliated inspectors in those situations.

Q: What if you appoint the people on the list and provide all the possible training opportunities and send letters and make phone calls to these people and they never show up for training or elections or even answer your phone calls, but the parties still put them on the list every time.

A: Be sure you document all of your contacts with the election inspectors. Contact the party with this information. If the election inspector in question is not a first-choice nominee, you could dismiss for cause. If the election inspector is a first-choice nominee from a party, you will need to petition the WEC to dismiss for cause.

Q: Must training then be completed by December 31 but after they are appointed?

A: Election inspectors must be appointed at a meeting of the governing body in December of an odd-numbered year, but they just need to receive training before their first election to be eligible to serve.

Q: Do I need to fill a temporary Republican vacancy with a Republican from the list. i.e. A Republican party person who just can't work in February but will work all other elections.

A: Yes, if you have one.

Q: What if only one party submits nominees?

A: Then your other election inspectors will be unaffiliated.

Q: Please clarify if the person signing the petition can either sign OR print his name...or do they need to mark both places?

A: State law requires the individual signing the petition to both sign and print his or her name on the form.

Q: Besides appointing the 7 elections inspectors, can we also appoint substitutes at the same time so they do not have to fill out the Official Oath at a later date when needed?

A: Yes, they will be part of your roster of election inspectors for the 2-year term.

Q: I've entered onto the Clerk Training on WisVote but it still indicates "pending approval," Will WEC staff be reviewing those hours or does a form need to be submitted anyway?

A: Training will be reviewed shortly and you will receive an email when it is approved or denied.

Q: What if you have split shifts? Do party appointed election inspectors have to work all day?

A: If you have split shifts, you can appoint them to work one of the shifts.

Q: What if they are unable to be trained prior to the February 20th Primary? Then are they not allowed to work?

A: State law requires that they receive some type of training from the municipal clerk. The training can take many forms, such as in-person with the clerk, through a Commission sponsored webinar, etc. Chief inspectors must take the Baseline class for initial certification.

Q: Should a Clerk endorse or sign a candidate's nomination paper?

A: That's up to the clerk.

Q: if they bring it before the deadline and are missing information are we to call them to come and correct?

A: You should contact the candidate. The ability to correct missing information depends on what information is missing.

Q: I send out a mailer to each inspector at the end of each year allowing them to select the elections that they will be working in the upcoming year. We ask for this document to be returned to us by a particular date. This is helpful so we know where we are at for election day workers.

A: Great tip!